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**Inventory Make and Check In**

**Date:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Property Address: | Works Order # |  |
|  |  |  |  |
|  | Description: | Furnished |  |
|  |  |  |  |
|  | Tenant Name: | Tenant Ref # | Present |
|  |  |  |  |
|  | Landlord: |  |  |
|  |  |  |  |
|  | Prepared by: | Prepared for: | |
|  |  |  | |
|  | Photo Link: | | Qty: |
|  |  | |  |

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# **Guidance Notes**

This inventory is intended as an independent and informative guide to both landlord and tenant about the condition of any fixtures, fittings, furniture, contents and decor.

The inventory description enables items to be visually identified only; no attempt has been made to identify any item by its original manufacturer or the period in which it was produced. The inventory clerk preparing the check-in report is not an expert on fabrics, woods, materials, antiques, etc., nor do they purport to be a qualified surveyor.

This inventory should not be used as a structural survey report.

Unless otherwise stated, it is accepted that a listed item is in good condition free from any obvious defects, soiling or malfunction, which may constitute a dilapidation assessment on termination of tenancy.

It is important to note that any contents MUST be situated in their respective rooms as specified in this inventory upon termination of the tenancy. Failure to do so will result in handling charges being passed on to the tenant.

Clerks do not undertake to move heavy and/or awkward items of furniture.

Inaccessible areas and loft spaces will not be searched or listed in this inventory.

All regulations published by the Department of Trade and Industry / Trading Standard Services and or similar bodies are the ultimate responsibility of the Instructing Principal.

Where the inventory notes FFR label, this should not be interpreted to mean that the item complies with the Furniture & Furnishings (Fire) (Safety) (Amendments) 1993. It is a record that the item had a label as described or similar to that detailed in the Guide published by said bodies at the time of the inventory make. It is not a statement that the item can be considered to comply with the regulations.

All electrical items are considered complete with plugs, bulbs, flexes etc. unless otherwise specified.

When practicable to do so all appliances will be tested for power only.

This inventory relates only to furniture, furnishings and all of the Landlord’s equipment and contents in the property. It is no guarantee of, or report on, the adequacy of, or safety of any such equipment or contents, merely a documented record that such items exist in the property, at the date of the inventory and the superficial condition of the same.

Any household plants, cleaning materials, livestock (pond fish) etc. are considered as perishable items and will not be listed.

On termination of the tenancy the check-in inventory is rechecked, any discrepancies and / or variations will be reported to the instructing principal. The report will indicate, in the opinion of the Clerk, as to whether such deterioration could be assessed as fair wear and tear.

Fair wear and tear is assessed on the length of the tenancy and the type of occupancy, noting that certain items will receive higher usage. It is acknowledged that the contractual terms listed in the tenancy agreement may overrule the opinion of the assessor.

**Guidance Notes**

At Check-Out

At the check-out, a Clerk will attend and the Schedule of Conditions completed and signed by both inventory clerk and the tenant or their representative.

It will be expected that the property will be in a clean condition. No further cleaning will be permitted on commencement of the check-out report.

All personal items must be removed and the tenants must be ready to vacate the property on completion of the check-out report and surrender all property keys.

All beds should be left unmade with the linen folded on it. All bedding, linen and towelling should be cleaned and ironed where relevant.

The meters will be read and a forwarding address will be required.

Defects generally fall into the following categories, these are the most common areas and it would be in the tenants’ best interest to pay particular attention to following:

1. Carpet soiling - spotting, staining, heavy shading, burn marks.

2. Furniture damage - soiling, staining, breakage, ring marks, scratch marks, liquid marks, dents, chips.

3. Curtains - smoke discolouration, torn, stained, spotted and unlaundered.

4. Mattresses - staining and ripping.

5. Linen - soiling, staining, unlaundered, burn marks, tears.

6. Fireplaces - unauthorised use, unswept, mantle or hearth damage.

7. Wooden Flooring - extreme wear, scrape marks, scratch marks, staining, and burn marks.

8. Vinyl flooring - rips, scrapes, staining, pit marks and dent marks.

9. Gardens - unswept patios/paths/driveways, unmaintained borders, bushes and lawns.

10. Swimming Pool - leaf strewn, dirty water, dirty tiles.

Cleaning

Apart from general cleaning of the obvious, listed below are the most common areas missed which are noted at the check-out and listed on the Schedules of Conditions.

The following list is intended as a helpful and informative guide only.

All paint work, skirting boards, architraves, picture rails, ceramic tiles, perimeters to floor, carpet edges, windows, sills, secondary glazing, blinds, drawer interiors, kitchen units, shelving, hob, grill, oven, oven door, dishwasher, tumble dryer, appliance filters, rubber seals, defrost freezer, defrost fridge, soap dispenser, light fittings, shades, test all bulbs.

**Summary Schedule of Condition**

|  |  |  |
| --- | --- | --- |
|  | Condition at Check In | Condition at Check Out |
| General Condition |  |  |
| Cleaning |  |  |
| Decorative Order |  |  |
| Lighting |  |  |
| Skirting / Woodwork |  |  |
| Carpet / Flooring |  |  |
| Windows |  |  |
| Curtain/Blinds |  |  |
| Soft Furnishing |  |  |
| Bedding/Linen |  |  |
| Kitchen/Appliances |  |  |
| Bathroom/Fittings |  |  |
| Balcony / Garden |  |  |
| Miscellaneous |  |  |

| En-suite Bathroom | | | |
| --- | --- | --- | --- |
| Item | Description | Condition at Check In | Condition at Check Out |
| Frame | Wooden  Painted white |  |  |
| *Interior* | Wooden  Painted white |  |  |
| Door | Lightwood door with chrome:   * Lever handle * Collar * Reverse of thumb lock | Heavy scratches across mid-level |  |
| *Interior* | Lightwood door with chrome   * Lever handle * Collar * Thumb lock * Single hook | Minor chip to leading edge mid-level  A few scattered scuffs at mid to low level  Slightly tarnished to handle |  |
| Ceiling | Painted white  Air vent |  |  |
| Walls | Part – Painted white  Part – Mottled white / grey ceramic tiled with cream speckled marble borders | Defects inherent with material  Discolouration to grouting  Sticky fixer behind right of basin  Mildew spots to back right hand side corner above bath mid-level |  |
| Skirting / Woodwork | Beige speckled tiling | Defects inherent with material |  |
| Flooring – | Beige speckled marble  Dark wood/ Chrome threshold | Defects inherent with material  Discolouration to grouting  Numerous heavy stains across – especially forward of W/C |  |
| Lights / Fittings – | 3 Halogen downlights with white metal surrounds |  |  |
| Switches / Sockets – | 1 chrome / white plastic shaver point |  |  |
| Heated Towel Rail / Radiator | White metal heated towel rail with thermostat | Not tested |  |
| Mirror | Large rectangular fitted mirror | Slightly tarnished in effect under certain light |  |
| Basin / Tap | White ceramic with:   * Chrome pop up plug * Chrome mixer tap * Hole for overflow | Corrosion seen top pop-up plug and waste |  |
| Vanity Shelf / Cupboard | Beige speckled marble vanity shelf  Lightwood panelling with cupboard consisting of:   * 3 doors with chrome pull handles   Interiors:   * White laminate * 2 shelves | Wear to surfaces of front below basin |  |
| Toilet / Flush | White ceramic lavatory with:   * White plastic seat and lid * Chrome flush button |  |  |
| Bath / Tap | White enamel bath with non-slip surface with:   * Chrome raiser bar, bracket with hose and handheld shower * Chrome wall mounted double mixer controls * Chrome waste * Chrome pop up * Chrome pop up control   Light wood laminate front panel | Mildew to sealant to right hand side of bath  Slightly shaded to grip at base of tub |  |
| Shower Screen / Curtain | Single glass shower screen with:   * Chrome wall bracket * Clear plastic seal | Discolouration with ingrained limescale along base  Slightly water affected to top edge of front panel |  |
| Shower / Tap |  |  |  |
| Shower Door |  |  |  |
| Ventilation |  |  |  |
| Toilet Paper Holder | Cream plastic wall mounted with bar support | Slightly loose |  |
| Toilet Brush |  |  |  |
| Pedal Bin |  |  |  |
| Miscellaneous | Chrome freestanding spare toilet roll holder  White plastic and chrome 3L flip top bin  White metal wire 4-tiered drawer unit with white woven drawer with rope handles | In use  In use  A couple of spot marks to top |  |
| (Decorative Items) |  |  |  |

**En-suite Bathroom Photos**

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| Shower Room | | | |
| --- | --- | --- | --- |
| Item | Description | Condition at Check In | Condition at Check Out |
| Frame | Wooden  Painted white |  |  |
| *Interior* | Wooden  Painted white |  |  |
| Door | Lightwood door with chrome:   * Lever handle * Collar * Reverse of thumb lock |  |  |
| *Interior* | Lightwood door with chrome   * Lever handle * Collar * Thumb lock * Single hook | Slightly tarnished to handle  Lock stiff to operate |  |
| Ceiling | Painted white  Air vent |  |  |
| Walls | Part – Painted white  Part – Orange and white ceramic fitted tiles | Discolouration to grouting |  |
| Skirting / Woodwork | Grey / white marble tiling | 1 x tile loosening below shower |  |
| Flooring | Grey / white marble tiling  Dark wood/ Chrome threshold | Numerous scattered heavy stains across defects inherent with material  Discolouration to grouting  1 x hairline crack below W/C |  |
| Lights / Fittings | 3 halogen downlights with white metal surrounds |  |  |
| Switches / Sockets | 1 chrome / white plastic shaver point |  |  |
| Heated Towel Rail / Radiator | White metal heated towel rail with thermostat | Not tested |  |
| Mirror | Large rectangular fitted mirror  Medium octagonal light wood framed wall mounted mirror | Some faint tarnishing across  Minor tarnished spot to high-level |  |
| Basin / Tap | White ceramic with:   * Chrome pop up plug * Chrome mixer tap * Hole for overflow | Rusty to top of pop-up plug |  |
| Vanity Shelf / Cupboard | Beige speckled marble vanity shelf  Lightwood panelling with cupboard consisting of:   * 3 doors with chrome pull handles   Interiors:   * White laminate   2 shelves | Defects inherent with material  Scattered yellow stains to shelf  Heavy grey staining to left hand side of basin to shelf  Some wear to surfaces below basin and around door handles |  |
| Toilet / Flush | White ceramic lavatory with:   * White plastic seat and lid * Chrome flush button |  |  |
| Bath / Tap |  |  |  |
| Shower Screen / Curtain | Concertina white metal glass shower screen with:   * White metal frames * Black rubber seals |  |  |
| Shower / Tap | White UPVC shower tray with non- slip surface with:   * Chrome raiser bar, bracket with hose and handheld shower * Chrome wall mounted double mixer controls * Chrome waste | Minor discolouration to sealant to edges of tray  1 x small indent to tray  1 x scratch to tray  Tarnished to waste |  |
| Shower Door |  |  |  |
| Ventilation |  |  |  |
| Toilet Paper Holder | Chrome wall mounted with bar support |  |  |
| Toilet Brush |  |  |  |
| Pedal Bin |  |  |  |
| (Decorative Items) |  |  |  |
| (Miscellaneous ) | Cube light wicker basket  White plastic and chrome 3L flip top bin with lid  White plastic toilet brush and holder  White rubber waste drain stopper in packaging | In use  In use  In use  Appears new |  |

**Shower room Photos**

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| Key Information |  | | | | | |
|  | **Check In** | | | **Check Out** | | |
| **Location** |  | | |  | | |
|  | **Qty.** | **Key Type** | **Security Code** | **Qty.** | **Key Type** | **Security Code** |
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| **Photos** |  |  |  |  |  |  |
| **Additional Information** |  | | |  |  | |

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| --- | --- | --- | --- | --- |
| Meter Information | | | | |
| **Utilities** | **Electricity** | **Heating** | **Water** | **Gas** |
| **Location** |  |  |  |  |
| **Serial Number** |  |  |  |  |
| **Reading Check In** |  |  |  |  |
| **Photos Check In** |  |  |  |  |
| **Reading Check Out** |  |  |  |  |
| **Photos Check Out** |  |  |  |  |
| **Miscellaneous** |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Declaration & Signature | | | |
| **Declaration:** | **I the undersigned have examined the foregoing inventory and subject to the marginal notes, consider this to be a fair and correct schedule of condition of the contents therein** | | |
| **Tenant:** |  | **Forwarding Address:** |  |
| **Signature:** |  | **Date:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Clerk Signature: |  | Date: |  |